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Revised

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: PROGRAM COORDINATOR, YOUTH GANG VIOLENCE (NON-CLASSIFIED)
(HEALTHY KIDS PROGRAM COORDINATOR)
Riverside Comprehensive Program for the
Prevention, Intervention and Suppression of Youth Gang Violence

DEFINITION

Under general direction of the Gang Project Steering Committee and the Park ,Recreation and Community Services Superintendent, and consistent with the concepts of the grant, to facilitate and coordinate the functioning of a multi-gang violence pilot program or Healthy Kids program; to initiate and maintain the collection of program information required for national evaluation; to prepare progress reports and a strategic plan based on the outcome of the project; to assist with identification of new and existing resources for youth gang violence programs; to promote and strengthen existing programs; to work with community groups in the implementation of the concepts and goals of the grant and the Gang Project Steering Committee; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

The incumbent shall be appointed "at-will" and exempt from classified services and serves at the pleasure of the City Manager. The incumbent is expected to perform advanced journey-level, professional and administrative work in assuming responsibility and providing leadership for coordinating, planning, implementing and evaluating the activities of the grant project. The incumbent works under general direction and exercises independent judgment in the performance of a variety of professional, complex and difficult duties.

REPORTS TO: Parks, Recreation and Community Services Superintendent
SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Parks, Recreation and Community Services Superintendent. May receive lead direction from the Gang Project Steering Committee Chair and Vice Chair. May provide lead direction to administrative support staff, as assigned.

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to, the following:

- Coordinate and facilitate the implementation of the multi-agency youth gang violence reduction pilot program or Healthy kids program.
- Facilitate joint and multi-user agreements between agencies relative to delivery of programs and services.
- Develop and monitor the program's budget; present recommended modifications to the Gang Project Steering Committee based on program goals.
- Evaluate programs and services to determine if goals and objectives are being met.
- Develop and maintain working relationships between public agencies, non-profit organizations and the community.
- Initiate phone communication and written correspondence with participating committee members public agencies, non-profit organizations and the community; conduct both small and large meetings.
- Identify and ensure articulation of community services with the youth outreach efforts.
- Monitor and ensure the completion of the evaluation data collection instruments by participating youths, families

and agencies.

- Develop and implement public information tools.

In addition to the above, when assigned to the Youth Gang Violence Program, duties may include, but are not limited to the following:

- Identify barriers to service and work with individual organizations and agencies to improve service delivery to at-risk or gang involved youth.
- Serve as liaison to the National Cross Site Evaluation staff and program participants.
- Initiate and maintain the collection of program information required for the National Cross Site Evaluation to be conducted by the funding agency. Negotiate appropriate solutions to barriers encountered in collection of the evaluation data.
- Report progress of goals to the City Council and Gang Project Steering Committee on a regular basis and as requested.
- Establish a vision and advocate for the institutionalizing of those strategies found to be successful in reducing gang violence in concert with the Gang Project Steering Committee.

In addition to the above, when assigned to the Healthy Kids Program, duties may include, but are not limited to the following:

- Serve as the lead person to collaborate with health plans (health, vision and dental) that offer Medi-Cal and Healthy Families in Riverside. Also serve as lead person with Riverside Children's Health Initiative and the Riverside County Department of Public Social Services.
- Responsible for completing evaluation requirements by CHK and Riverside Community Health Foundation (RCHF). This may include summarizing RHK activities, preparing information on best practices, what works/does not work, lessons learned, and recommendation for other communities.
- Work with Riverside and Alvord Unified School Districts, the Riverside Teachers Association, and Teachers for Healthy Kids to develop a collaborative program that will bring together the Riverside school districts and Riverside Teachers Association for outreach and enrollment activities.
- Develop ways to involve Riverside for Healthy Kids outreach activities in different City departments; work with local media to promote program.
- Work with the Riverside Public Utility department to provide outreach and enrollment information to those customers who are eligible for low income assistance.
- Work with Riverside Children's Health Initiative, health plans serving Riverside and the County of Riverside.
- Create and staff the RHK Advisory Committee that will help advise and critique the ongoing efforts of the project.
- Work with collaborating partners and City departments, serve as lead staff person to plan and implement outreach and enrollment events.

QUALIFICATIONS

Knowledge of:

- Modern methods, techniques, principles and procedures used in the development, maintenance and administration of special programs.
- Health, education and social needs of at-risk and gang involved youth.

- Principles and practices of administration and budget.
- Operation of City government, schools and non-profit agencies.
- Personnel computer operation and software applications.
- Individual and group dynamics including volunteers and community-based organizations.
- Funding sources for youth programs.

Ability to:

- Plan, organize, coordinate and direct the implementation of special programs and services suited to the needs of at-risk and gang involved youth.
- Effectively employ evaluation findings into program implementation.
- Establish and maintain effective working relationships with those contracted in the course of work.
- Resolve conflicts involving program participants, network agencies and the general public.
- Communicate clearly and concisely, both orally and in writing; make effective presentations.
- Analyze a variety of complex problems with emphasis on those related to the delivery of programs and services to at-risk and gang involved youth.
- Work effectively with diverse, multi-cultural, business, educational and religious groups.
- Obtain funding and other resources necessary to deliver programs to at-risk and gang involved youth.
- Supervise, train and evaluate staff as assigned.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: A Bachelor's Degree from an accredited college or university with major work in public administration, business administration, human services, health, education or a related field. A Master's Degree in a related field is highly desirable.

Experience: A range of three to five years of management experience and leadership involving project or program administration in human services, health, education or a related field. Experience in community organizations and task force development and maintenance is highly desirable.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Program Coordinator/Youth Gang Violence (Non-Classified)

TO: Administrative Services Manager